

13 JUN 1988



United States
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply Refer To:

Your Reference:

MAY 26 1988

Hugh E. Price
Director of Personnel
Central Intelligence Agency
Washington, D. C. 20505

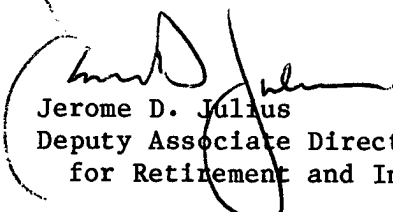
Dear Mr. Price:

I am forwarding for your review a draft of a supplemental Memorandum of Understanding between our agencies which pertains to the operational aspects of retirement administration. A separate supplemental memorandum will cover the financial aspects associated with Agency's internal administration of retirement functions.

We believe we have covered most major areas which will impact on your processing of retirement claims and related matters. If you have any questions or concerns about the draft, my staff will be happy to work closely with your staff members to resolve any problems or correct any oversights.

Any questions you have may be directed to Robert J. Egan, 632-6853.

Sincerely,


Jerome D. Julius
Deputy Associate Director
for Retirement and Insurance

SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING
Operational Aspects of Retirement Administration

I.) Purpose

The purpose of this supplemental memorandum is to summarize the understanding between the Office of Personnel Management (OPM) and the Central Intelligence Agency (Agency) with respect to operational aspects of Agency administration of retirement matters under the provisions of the Federal Employees' Retirement Act of 1986 and any other acts, laws, or regulations relating to matters discussed herein. This Memorandum supplements the Basic Memorandum of Understanding signed February 18, 1988.

II.) Specific Responsibilities/Procedures

Entitlement and Computation

The Agency will determine entitlement to retirement benefits and compute those benefits for its employees in accordance with Chapters 83 and 84 of Title 5, United States Code. To this end, OPM will provide the Agency with all retirement related issuances which we prepare for our own staff and which will be necessary to carry out this function on a current basis. OPM will, upon request from the Agency, provide any retained prior Federal service records and related documents applicable to employees of the Agency. The Agency's responsibility for determining entitlement to and the amount of benefits will encompass initial determinations, reconsideration of the initial decision, appeals, and any litigation resulting from their exercise of this authority.

The Agency will, upon request of OPM, provide record information necessary for OPM to make retirement determinations or to respond to inquiries. Disbursement of Agency related service history information will conform to Agency security requirements.

Records Maintenance

The Agency will maintain service and retirement records relating to its employees. To the extent possible, the Agency will attempt to "normalize" retirement records whose maintenance will remain the responsibility of OPM.

The Agency will be responsible for on-going retirement related maintenance functions for its employees, current and retired. These shall include: responding to correspondence, continued retirement and insurance enrollment policing, mailing required notices, and effecting all applicable withholds from retirement payments. In relation to the last item, the Agency will need to establish direct contact with any affected organizations involved with the specific withholds and organizations from which evidence or information must be obtained.

Correspondence

OPM will screen and answer any correspondence for which it has a record. If, however, the correspondent indicates Agency employment, past or present, and we do not have the record, OPM will send it to the Agency for response.

Liaison

OPM and the Agency will make available and will maintain on a current basis specific contact personnel for effecting the exchange of records and/or information.

Approvals

Approved for the Office of Personnel Management

Jerome D. Julius, Deputy Associate Director
for Retirement and Insurance

Date

Approved for the Central Intelligence Agency

Date

UN1 Declassified and Approved For Release 2012/12/06 : CIA-RDP89-00066R000800200018-6

OFFICE OF PERSONNEL MANAGEMENT
CIVIL SERVICE RETIREMENT SYSTEM
WASHINGTON, D.C. 20415

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